

Bylaws of the Democratic Latino Organization of Virginia **(DLOV)**

Preamble/Mission Statement

The mission of the Democratic Latino Organization of Virginia (DLOV) is to increase the number of active Latino/Hispanic members in the Democratic Party and to foster member participation at all levels of the Democratic Party. Our goals are to unify and empower Latino/Hispanic communities; ensure fair representation of the Latino/Hispanic interests; educate others on policy issues of importance to our community; and promote political participation.

Article I: Name, objectives, and goals

Section 1: The name of this organization shall be the “Democratic Latino Organization of Virginia (DLOV).”

Section 2: The objectives of the Democratic Latino Organization of Virginia shall be -

- To mobilize our constituency and support Democrats in upcoming elections.
- To increase the number of active Latino/Hispanic members in and voters for the Democratic Party. To do this we will:
 - Recruit Latino/ Hispanic members who represent the diverse beliefs and interests of our varying Latino/ Hispanic communities.
 - Serve as a vehicle for identifying and communicating to the Democratic leadership opinions, key concerns and issues.
- To unify and empower Latino/ Hispanic communities and build coalitions. To do this we will:
 - Provide the Latino/ Hispanic community with an organized and unified voice in the political arena;
 - Assist in establishing and chartering local-level Latino/Hispanic committees who can advocate local issues and also function as an active part of the local, regional and Statewide Democratic Party infrastructure.
 - Promote and develop coalitions to build broader understanding and empowerment with other ethnic/ regional organizations, businesses, non-profits, elected officials, and community leaders.
- To ensure fair representation of the community's interests. To do this we will:

- Support and actively campaign for Democratic candidates and work to ensure that those candidates effectively advocate on behalf of the Latino/Hispanic community.
- To educate and promote political participation. To do this we will:
 - Promote increased Latino/Hispanic civic and political participation through educational and political-oriented forums and voter registration drives;
 - Provide forums for information exchange and member networking.
- To work to ensure that DLOV consistently increases its representation on the State Central Committee of the DPVA and maintains the requisite number of Members necessary to remain an official Caucus.

Section 3: The goals of the Democratic Latino Organization of Virginia shall be -

- A goal of DLOV shall be to become an officially recognized Caucus of the Democratic Party of Virginia. *Accomplished May 16th, 2009*
- DLOV shall contribute to the activities, growth and influence of the Democratic Party.
- DLOV shall support and endorse only those candidates for public office who have been nominated or endorsed by the Democratic Party.
- DLOV shall actively support the candidates and the platform of the Democratic Party at all levels.
- DLOV shall act only in a manner consistent with these bylaws.
- DLOV should act with consideration of and in a manner consistent with the Virginia State Democratic Party and the National Democratic Party.
- DLOV will endeavor to become a DPVA Steering Committee Organization – with a representative on the State Central Steering Committee.
- DLOV shall strive to have members in each of the Congressional District Democratic Committees

Article II: Authority to Organize

This organization is created under the authority of and in accordance with the Democratic Party of Virginia’s State Party Plan as a Caucus Organization. These By-laws shall

govern the organization and shall continue in effect subject to amendment as provided elsewhere.

Article III: Membership and Dues

Section 1: The members of the Democratic Latino Organization of Virginia shall comply with the Caucus Organization rules pursuant to Section 4.19 of the Democratic Party of Virginia's State Party Plan.

Section 2: Membership in DLOV is open to anyone who believes in the principles of the Democratic Party.

Section 3: No person will be denied membership on the basis of race, gender, religion, economic status, national origin or sexual orientation.

Section 4: No person will be considered a member of DLOV until a membership form, as approved by DLOV, has been completed and dues have been paid or waived. Membership renewal and collection of appropriate dues will occur as established in the Bylaws.

Section 5: Annual dues for self-identified Latino members shall be set at \$25.00 per year, for Young Democrats shall be set at \$10.00 per year, and for supporting members shall be set at \$30.00 per year, all payable each November/December, for the ensuing year. Prospective members may pay their dues at any other time of the year, however, they are expected to renew (if they desire) in November/December for the ensuing year. Annual dues shall not be prorated. This shall be the case – even if an individual joins for example in October of a given year.

Section 6: Lifetime dues, in the amount of \$200.00 may be paid, and a member will be considered in good standing as long as a membership form is completed each year.

Section 7: The membership form will contain at least the full name, mailing address, telephone number, email address, statement of commitment to Democratic values and the signature of said member.

Article IV: Officers

Section 1: The officers of the Democratic Latino Organization of Virginia shall be:

- President
- Vice President/Parliamentarian/Historian
- Secretary
- Treasurer
- Finance Director
- Political Action Director
- Outreach Director

- Immediate Past President
- ~~Five~~ Six Regional Vice Chairs
 - Two from Northern Virginia
 - One from Southwest Virginia
 - One from Richmond
 - One from the Tidewater area
 - One from the Charlottesville/ Shenandoah Valley area

Section 2: Duties

President - Presides over meetings of the Executive Board of DLOV and the general membership; exercises general managerial tasks with respect to the operation of DLOV; establishes and terminates special committees as needed and appoints a chair to such special committees; shall be notified of each committee meeting and serve as a voting member of all committees; works with Secretary/Membership Advisor to assist with the execution of membership drives and recruitment, retention and renewal of membership matters; appoints a Publicity Advisor to assist with the dissemination of information regarding DLOV; appoints a Webmaster for the organization and oversees the website's content and information flow; when DLOV becomes an official Steering Committee Organization of the DPVA – the President shall be the DLOV Caucus representative on the State Central Steering Committee of the DPVA; and shall exercise such other powers and duties as may be assigned to the office of President by other provisions of the Bylaws.

Vice President/Parliamentarian/Historian - Presides over the organization in the absence of the President; oversees the schedule and the presentations of meetings of the general membership and programs outside of regular general membership meetings; works closely with the Outreach Director to inform the Members of Regional events and government activities related to our community; shall be notified of each committee meeting; shall take lead on organizing/maintaining the DLOV website with the appointed Webmaster; Oversees the bylaws of DLOV; remains familiar with the bylaws and Roberts Rules of Order; maintains contact with the State Party in order to keep the membership aware of changes in State Party rules and procedures; and shall exercise such other powers and duties as may be assigned to the office of Vice President by other provisions of the Bylaws and delegated by the President.

Regional Vice Chairs - Presides over meetings of the Regional DLOV organizations; exercises general managerial tasks with respect to the operation of the Regional DLOV; establishes an infrastructure and regional officers as desired; establishes and terminates special committees as needed and appoints a chair to such special committees; Serves on Executive Committee of State DLOV.

Secretary/Membership - Transcribes minutes of the meetings; provides a written report of meetings of the Executive Committee and the general membership; coordinates efforts to

track and catalog Members of DLOV (including home and e-mail addresses); shall exercise such other powers and duties as may be assigned to the office of Secretary by other provisions of the Bylaws and delegated by the President.

Treasurer - Establishes procedures to handle disbursements and expenditures; tracks and reports all receipts and disbursements; maintains all financial records; should the need arise, will prepare filing reports to the State Board of Elections; ensures financial records are open to inspection by any member of DLOV at any reasonable time; and shall exercise such other powers and duties as may be assigned to the office of Treasurer by other provisions of the Bylaws and delegated by the President.

Finance Director - Oversees planning and implementation of all fundraising activities; and shall exercise such other powers and duties as may be assigned to the office of Finance Director by other provisions of the Bylaws and delegated by the President.

Outreach Director - Organizes outreach efforts to regional events and government activities geared to our community; informs the membership of these events; works closely with the Membership Coordinator to recruit new members; and shall exercise such other powers and duties as may be assigned to the office of Outreach Director by other provisions of the Bylaws and delegated by the President.

Political Action Director - Oversees political activity of the organization, including voter registration; coordinates efforts with the campaigns of local, state and federal Democratic candidates; and shall exercise such other powers and duties as may be assigned to the office of Political Action Director by other provisions of the Bylaws and delegated by the President.

Immediate Past President – Works with the DLOV Board to provide advice and guidance on political, outreach, and finance efforts; works with President and Board to assist DLOV achieve its stated mission/goals; and provides institutional memory for the organization; and shall exercise such other powers and duties as may be assigned to the office by other provisions of the Bylaws and delegated by the President.

Section 3: Each Officer will be elected at the Annual Statewide Meeting by a majority vote of present DLOV members in good standing. Each officer shall serve until his/her successor is elected and each officer's term shall begin upon the adjournment of the meeting at which he/she was elected.

Section 4: Only members in good standing at the time of the election shall be eligible to vote for the officers of this organization. Members in good standing consist of those members who have fully completed their membership form and who have paid their dues to any member of the Executive Committee at least seven days prior to the election or those members who have paid their dues for the year prior to the election and who pay their current dues by the time of the election.

Section 5: In the event of a vacancy of an officer DLOV may elect a replacement in accordance with the Bylaws. In the event of a temporary absence or disability of the President, the Vice President shall fulfill the duties of the office. If the Vice President is unable to fulfill the temporary absence of the President, or if not the President, then the Vice President, may appoint any elected officer to fulfill the duties of the President during the temporary absence.

Section 6: There will be an Executive Board of DLOV, the voting members of which shall be the elected officers of DLOV. The Executive Board meets at the call of the President or any ~~five~~ eight members of the Executive Board. The Secretary shall give notice of the meetings to each member DLOV. More than ~~seventy-five~~ fifty percent of the officers shall constitute a quorum for the purposes of conducting business. The Executive Board of DLOV shall meet at least once a month. The Executive Board may choose the appropriate time/date to meet each month. For the purposes of attendance, participation may take place over the telephone. Officers will endeavor to cover the costs the conference calls through DLOV funds in order to keep costs low for members and officers.

Section 7: Standing committees are as follows. All committees develop policy and recommend passage or non-passage to the Executive Committee. The Executive Committee considers the policy and recommends passage or non-passage to the general membership as required by the Bylaws.

Resolutions Committee – Considers and votes whether to forward resolutions to the Executive Committee. The Executive Committee then considers all resolutions sent by the Resolutions Committee and recommends passage or non-passage to the general membership for adoption. Resolutions may be proposed to the Resolutions Committee by any member of DLOV. The Constituent Representative to the Democratic Party of Virginia, as elected, serves as the chair of the Committee. Voting members of the Committee include the Committee Chair, one member appointed by the President, one member appointed by the Vice-President, and one member appointed by each of the five Regional Chairs. The Vice President votes when a tie occurs.

Finance Committee – Plans and coordinates fundraising activities and reports such activity to the Executive Committee for approval. The Finance Director, as elected, serves as the chair of the Committee. Voting members of the Committee include the Committee Chair, one member appointed by the President, one member appointed by the Vice-President, and one member appointed by each of the five Regional Chairs. The Finance Committee shall present a finance plan for the coming year at the annual meeting – a draft of which shall be presented in writing at least two weeks prior.

Outreach Committee – Organizes outreach efforts to regional events and government activities geared to our community; works closely with the Membership Coordinator to recruit new members. The Outreach Director, as elected, serves as the chair of the Committee. Voting members of the Committee include the Committee Chair, one

member appointed by the President, one member appointed by the Vice-President, and one member appointed by each of the five Regional Chairs. The Committee shall maintain a calendar of regional events.

Political Action Committee – Plans and coordinates voter registration and assistance with local, state and national political campaigns. The Political Action Director, as elected, serves as the chair of the Committee. Voting members of the Committee include the Committee Chair, one member appointed by the President, one member appointed by the Vice-President, and one member appointed by each of the five Regional Chairs.

Section 8: There will be those special committees as established by the President who will also appoint the chair. The special committee shall meet at the call of the Chair. The President shall be a voting member of all committees.

Section 9: The chair or a designated representative of each standing committee and special committee should be prepared to provide a report including account totals when applicable to the general membership at each meeting.

Section 10: Terms of Service for officers shall be two years. Every second year, the Annual Statewide Meeting of DLOV shall be the time when elections are held for new officers.

Section 11: The Annual Statewide Meeting of DLOV shall be scheduled for a time after the fall election in either November or December of that calendar year.

Section 12: Regional Chairs may appoint such officers as they deem appropriate in order to carry out their activities and fulfill the stated goals and objectives of DLOV.

Article V: Meetings

Section 1: At least ten days notice must be given in writing to the Executive Board and the general membership of each regular and special meeting of DLOV or the Executive Board.

Section 2: There will be three kinds of regular meetings for DLOV – Executive Board Meetings (once a month), Regional Meetings (once every two months – except from August through November when the regional group will meet every month), and Statewide meetings that will take place the same weekend as the Democratic Party’s State Central Committee meetings (these occur quarterly). However, in lieu of coordinating with the final (winter) State Central Committee meeting, DLOV will organize its own Annual DLOV Meeting. Participation in Regional meetings and Executive Board Meetings may occur via phone. However, personal attendance is strongly encouraged at ALL DLOV meetings. It is especially encouraged at the Statewide Annual DLOV Meeting.

Section 3: Special meetings of DLOV general membership may be called by the

President, a majority of the Executive Board or by the written request to the President and the Secretary of any 20 members of DLOV. There is no time limit on when a Special meeting

Section 4: Regular and special meetings of the general membership may be cancelled, postponed or adjourned by the President with approval of a majority of the Executive Board.

Section 5: Thirty percent of DLOV members in good standing shall constitute a quorum for the purpose of conducting business in any Statewide or Regional meeting.

Section 6: A simple majority of those present and voting shall be necessary for the passage of any motion or resolution by the members of DLOV at any Statewide, Regional, or Executive Board meeting. Proxy voting will not be permitted at any membership meeting or election. However, voting by phone may be allowed on a case-by-case basis.

Article VI: Grievance and Disciplinary Proceedings

The Bylaws (as interpreted by the DLOV Board) shall govern all disciplinary and grievance proceedings. Any member or officer of DLOV may be stripped of membership and or duties when any three members of the organization bring good reason, including failure to perform duties, affiliation with another political party or acting against the Democratic Party, with proof to the Executive Board and the Executive Board votes to forward the action to the general membership for a majority vote to expel the member or relieve the officer of his/her duties.

Section 1: The committee may remove from office and membership on the Board any member who shall miss three (3) consecutive meetings without cause or who shall be guilty of neglect of any duty imposed upon such members. Before making a recommendation of removal, however, the committee shall provide the member with ten (10) days written notice of the charges and an opportunity for a hearing before the Board committee. The decision of the district committee may be appealed to the General Membership.

Article VII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern DLOV in all cases which they are applicable and when they are not inconsistent with these Bylaws.

Article VIII: Bylaw Amendments

These Bylaws may be amended by a two-thirds vote of members in good standing present and voting provided, however, that all proposed changes have been provided in writing two weeks in advance of the vote to the general membership. Any proposed amendment

not adopted at one of the three meetings following the meeting at which the proposed amendment was submitted to the general membership shall be considered rejected. Proposed amendments may be brought to the general membership by any member in good standing as long as it is supported by the signature of at least four other members in good standing.

Article IX: Addendums

Section 1: Notice, whenever required by these Bylaws or by any other applicable rule and unless otherwise ordered may be provided by postal mail, facsimile transmission or electronic mail sent to the appropriate address or number submitted to the Treasurer by each member. Except in cases of meetings – notice may be provided using the above means within at least three days.

Section 2: “Ordered” means the Executive Committee, or general membership when designated, has received an item in writing, considered the matter and taken a vote with enough active members present to conduct business.

Section 3: “Appoints” means the designated appointer has selected and reported that selection of a DLOV member to an appointed position as dictated in this Constitution and or the Bylaws.

Section 4: “Members in good standing” consist of those members who have fully completed their membership form and who have paid their dues to any member of the Executive Board at least seven days prior the election or those members who have paid their dues for the year prior to the election and who pay their current dues by the time of the election.

Section 5: A majority vote is more than 50 percent of members in good standing, present and voting.

~~**Section 6:** As allowed by the governing document of the Democratic Party of Virginia, the Constituent Representative to the Democratic Party of Virginia shall serve as the voting member of the State Central Committee of the Democratic Party of Virginia.~~

Section 7: DLOV shall provide the Democratic Party of Virginia with a regularly updated action plan for mobilizing its constituency for elections. This action plan must include evidence of recent past activity for Democratic organizations and/or campaigns. The organization must also provide to the Democratic Party of Virginia a list of current outreach events, organizations, and events within Virginia related to its constituency.